

**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO.  
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**IMPORTANT: Mark all packages and papers with contract and/or order numbers.**

DATE OF ORDER

AUG 16 2002

CONTRACT NO.  
GS-15F-0075K

ORDER NO.

DE-AM01-02WT00095.M000

ITEM NO (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	QUANTITY ACCEPTED (G)
4.	<p><u>INDEFINITE QUANTITY (FAR 52.216-22)</u></p> <p>(a) This is an indefinite-quantity contract for the supplies or services specified, and effective for the period stated, in the Schedule. The quantities of supplies or services specified in the Schedule are estimates only and are not purchased by this contract.</p> <p>(b) Delivery or performance shall be made only as authorized by orders issued in accordance with the Ordering clause. The contractor shall furnish to the Government, when and if ordered, the supplies and services specified in the Schedule up to and including the quantity designated in the Schedule as the "maximum". The Government shall order at least the quantity of supplies or services listed in the schedule as the "minimum".</p> <p>(c) Except for any limitations on quantities in the Delivery-Order Limitations clause or in the Schedule, there is no limit on the number of orders that may be issued. The Government may issue orders requiring delivery to multiple destinations or performance at multiple locations.</p> <p>(d) Any order issued during the effective period of this contract and not completed within that period shall be completed by the contractor within the time specified in the order. The contract shall govern the Contractor's and Government's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under this contract ninety (90) days after contract expiration date.</p>					
5.	<p><u>ORDERING - FAR 52.216-18 (APR 1984)</u></p> <p>(a) Any supplies and services to be furnished under this contract shall be ordered by issuance of delivery orders by the individuals or activities designated by the schedule. Such orders may be issued from date of contract award through expiration date of contract's period of performance.</p> <p>(b) All delivery orders are subject to the terms and conditions of this contract. In the event of conflict between a delivery order and this contract, the contract shall control.</p> <p>(c) If mailed, a delivery order is considered "issued" when the Government deposits the order in the mail. Orders may be issued orally or by written telecommunications only if authorized by the schedule.</p>					
6.	<p><u>DELIVERY ORDER- LIMITATIONS - FAR 52.216-19 (APR 1984)</u></p> <p>(a) Minimum order. When the Government requires supplies or services covered by this contract in an amount of less than the Guaranteed Minimum Quantity, the Government is not obligated to purchase, nor is the Contractor obligated to furnish, those supplies or services under the contract</p>					

**TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H)) →**

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	<p>(b) Maximum order. The Contractor is not obligated to honor-</p> <p>(1) Any order for a single line item in excess of maximum quantity contained in Table 1.</p> <p>(2) Any order for a combination of items in excess of the maximum quantity contained in Table 1 or,</p> <p>(3) A series of orders from the same ordering office within 5 days that together call for quantities exceeding the limitation in subparagraph (1) or (2) above.</p> <p>(c) If this is a requirements contract (i.e. includes the Requirements clause at subsection 52.216-21 of the Federal Acquisition Regulation (FAR), the Government is not required to order a part of any one requirement from the Contractor if that requirement exceeds the maximum-order limitations in paragraph (b) above.</p> <p>(d) Notwithstanding paragraphs (b) and (c) above, the Contractor shall honor any order exceeding the maximum order limitations in paragraph (b), unless that order (or orders) is returned to the ordering office within 5 days after issuance, with written notice stating the Contractor's intent not to ship the item (or items) called for and the reasons. Upon receiving this notice, the Government may acquire the supplies or services from another source.</p>					
7.	<p><u>DELIVERY ORDER AUTHORIZATION</u></p> <p>Delivery Order(s) issued under this master Indefinite-Quantity task order must be for the express use of DOE contractor employees directly servicing the DOE, and are being paid by the DOE directly or indirectly. Attachment 2 provides a list of authorized DOE Management and Operating (M &amp; O) contractors; however, outplacement services are not specifically directed to any specific contractor on the list. M&amp;O contractors must receive prior approval from Mr. Robert Baney, WT-1 (202/586-3751) or Mr. Tony Carter, WT-1 (202/586-3323) before issuing their delivery order. DOE Federal Contracting Officers are also authorized to issue delivery orders to provide services for DOE Federal employees and DOE M &amp; O contractors. (Copies of the delivery orders must be forwarded to Mr. Robert Baney (WT-1) within one week of the issuance of a delivery order.</p>					
	<p>All delivery orders must be fully funded to their full value. Credit card payments <u>are not</u> authorized under this Indefinite-Quantity task order.</p> <p>In emergency situations orders for services may be placed by telephone or facsimile Delivery Orders by an authorizing individual. Such orders will be note the date and time the order is placed. Telephone or facsimile Delivery Orders will be followed by a written Delivery Order on the next U.S. Government business day.</p>					

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8.	<b>DELIVERY ORDER OUTPLACEMENT INSTRUCTIONS</b>  Delivery Order(s) placed by the ordering office (DOE M & O or DOE federal Contracting Officers) under this Indefinite-Quantity task order shall contain the following information:  (1) Date of order. (2) Indefinite-Quantity Task Order number and delivery order number. (3) Item number and description, quantity, and unit price. (4) Any authorized travel and per diem. (5) Performance date(s). (6) Place of delivery or performance (including consignee). (7) Accounting and appropriation data. (8) Billing Instructions (9) All delivery orders must be fully funded. (10) Any other pertinent information. (11) Any special reporting requirements by the authorizing official.					
	(12) For services ordered under this task order the Authorizing Official will provide a reimbursable travel pool to pay travel expenses in accordance with U.S. Government Travel Regulations. Rental of cars must be specifically provided in the delivery order and included with the travel pool. Delivery Order value will be stated on a "Not To Exceed" basis. Only the outplacement service "per person price" will be firm fixed price. Ancillary labor service will be billed, in accordance with Block 17, Schedule, Item 3b, of the task order, only for those hours <u>actually</u> incurred. Where the contractor employee is on travel status and will be remaining on site for a period <u>in excess</u> of 14 calendar days the DOE will reimburse the contractor for a round-trip home once every 14 calendar days. The contractor will provide monthly reports identifying the date of service, name, quantity of hours and labor rate billed in accordance with Block 17, Schedule, Item 3b, of the task order.					
	(13) The payment of the "per person outplacement services" will be billed on a monthly basis based on the contractor's progress of the individuals as measured by the detailed progress schedule previously approved. Each M & O contractor or DOE federal Contracting Officer has the flexibility to determine the amount of each progress payment. However, in no event will the outplacement contractor bill or the M & O contractor authorize payments for <u>outplacement services</u> in excess of the Delivery Order amount for the per person outplacement and/or ancillary services.					

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9.	<p>(14) One copy of each Delivery Order will be provided to:</p> <p>Ben Lardizabal Contract Specialist ME-641.2/L'Enfant Plaza Building U.S. Department of Energy 1000 Independence Avenue, SW Washington, DC 20585-1615</p> <p><b>BILLING INSTRUCTIONS (APR 1990)</b></p> <p>Each delivery order placed by the ordering office (DOE M &amp; O or DOE federal Contracting Officers) under this Indefinite-Quantity task order shall contain the following billing instructions:</p> <p>(a) The Contractor shall submit the original and one copy of invoices or vouchers in accordance with the Payments provisions of this delivery order. At the discretion of the issuing Contracting Officer and invoice-approving official, the contractor will be permitted to bill progress payments against work identified in the delivery order. The contractor will be required to submit a report with each billing period (once per month) to identify each item authorized by each delivery order including the amount requested this period and the cumulative amount for each item. In no event will contractor be entitled to an amount in excess of the prices or value identified in the delivery order. <u>The prices will be based on the period in which the delivery order was issued.</u> For example; A delivery order issued for item 1 for \$2,000 in year one, but not completed until year two, will still have the <u>maximum</u> value of \$2,000, even if year two's price for the same service is \$2,500.</p> <p>Invoicing for the ancillary labor hour services described in the delivery order will be made on a monthly basis. <u>The contractor will be entitled to bill the labor rates currently in effect in the contract at the time the service is rendered.</u> The contractor will not add any additional fees or indirect rates to the hourly charges. <u>Contractor may only bill for the actual hours incurred.</u></p> <p>The invoice will also contain a certification signed by the Contractor to the effect that:</p> <p>"Under penalty of law, QuickHire, certifies that the invoice is truthful and accurate, and that the services and charges set forth herein comply with the terms and conditions of the subject contract, and that the costs and charges set forth herein are necessary and reasonable."</p>					

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